

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5070.2B
OP-09BH
9 January 1991

SECNAV INSTRUCTION 5070.2B

From: Secretary of the Navy
To: All Ships and Stations

Subj: MANAGEMENT OF NAVAL
LIBRARIES

Ref: (a) SECNAVINST 5070.3A

1. **Purpose.** To issue Department of the Navy (DON) policy for the management of naval libraries. This instruction is a complete revision and should be read in its entirety.

2. **Cancellation.** SECNAVINST 5070.2A.

3. **Background.** Naval libraries are established at individual commands to provide materials, services, and programs which respond to the particular library and information needs of the command and its personnel. To promote efficiency and responsiveness, the Director of Naval History (OP-09BH) is assigned responsibility to coordinate and align naval library policy throughout DON. These responsibilities will be carried out by the Librarian of the Navy.

4. **Definitions**

a. Special libraries: Support special or technical missions of the Navy. Special libraries are categorized by the discipline of the organizations they serve (for example, medical, legal, technical, or historical). Special libraries are sometimes referred to as information centers.

b. Academic libraries: Serve the educational mission of naval schools and colleges.

c. General libraries: Serve the informational, educational, cultural, and leisure-time needs of naval personnel, dependents, and retirees. General libraries are located at shore commands and onboard ships.

5. **Mission.** The Director of Naval History will develop and coordinate naval library policy to:

a. Promote Navy-wide cooperation and economy of operation.

b. Develop effective working systems and services.

c. Represent naval libraries within DON and other organizations.

6. **Scope.** Under reference (a), the Chief of Naval Education and Training has overall operational responsibility for and provides technical guidance for naval general libraries afloat and ashore. The Head, Naval General Library Program, will represent the general library community in its relationships with the Director of Naval History and the Librarian of the Navy.

7. **Functions of the Librarian of the Navy**

a. Provide administrative and technical advice to naval libraries, including the review of programs, operations, plant, equipment, and library services to improve methods, services, and efficiency.

b. Make general recommendations for improvements in library service to the cognizant command or office.

c. Plan an information-sharing program for all naval libraries which will meet present and future requirements for the Navy.

d. Establish a system of reporting which will allow development of a centralized data base showing the location, resources, and programs of naval libraries.

e. Serve as liaison with governmental and professional organizations, participate in library-related meetings and conferences, and represent DON on matters of concern for all naval libraries.



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f. Establish channels of communication and convene workshops and conferences of naval library personnel in order to promote educational goals, exchange of information, and to ensure coordination for naval libraries.

g. Provide leadership and act as a central information clearing house for analytic, research, and development activities dealing with problems and issues of concern to naval libraries.

DAN HOWARD
Under Secretary of the Navy

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